

## **Bookkeeper Position – Immanuel Christian School**

Part-Time to Full-Time

Immanuel Christian School is seeking a detail-oriented and trustworthy Bookkeeper who is eager to contribute to a vibrant Christian learning community. The successful candidate will play a key role in supporting the financial operations of the school while helping advance our mission of providing Christ-centred education to families across Prince Edward Island. The ideal candidate demonstrates strong financial and organizational skills, exercises discretion with confidential information, and is committed to excellence in service.

Depending on qualifications, experience, and demonstrated ability, the scope of responsibilities and hours of work may be adjusted to align with the candidate's strengths and the school's needs.

### **Compensation & Benefits**


- Salary commensurate with education, training, certifications, experience, and responsibilities assumed
  - Position may range from part-time to full-time depending on candidate qualifications, availability, and organizational needs
  - Comprehensive health and dental benefits (for eligible positions)
  - Pension plan (for eligible positions)
  - Tuition discount for staff children
  - Professional development opportunities
- ### **Key Responsibilities**
- Manage accounts payable and accounts receivable
  - Reconcile bank and credit card accounts

- Prepare financial reports and supporting documentation
- Maintain accurate accounting records and filing systems
- Support year-end financial reviews and audits as necessary
- Track tuition payments and communicate with families regarding accounts
- Ensure compliance with applicable financial policies and regulations

### **Qualifications**

- Diploma, certificate, or degree in bookkeeping, accounting, business administration, or a related field
- Relevant bookkeeping or accounting experience
- Proficiency with accounting software and Google products
- Strong organizational skills and attention to detail
- Ability to maintain confidentiality and exercise professional judgment
- Excellent communication and interpersonal skills
- A clear, articulated and lived Christian faith
- Willingness to sign the ICS Statement of Faith and Lifestyle Agreement

### **Why Immanuel?**

- Supportive, mission-driven staff culture
  - Strong leadership with a clear and compelling vision
  - Opportunity to contribute meaningfully to Christian education in Prince Edward Island
  - Collaborative professional community of teachers, educational assistants, office staff, and volunteers
  - Growing school community committed to excellence
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## **Application Process**

Interested candidates should submit:

- Resume
  - Statement of Faith
  - Cover letter outlining relevant experience and interest in Christian education
  - References Candidates with varying levels of experience are encouraged to apply.
- Compensation, responsibilities, and hours of work will be determined based on the successful candidate's qualifications, experience, and demonstrated abilities.